**Competency Assessment**

**Project 3-1: Formatting a Sales Letter**

Star Bright Satellite Radio will be sending sales letters to people who have just purchased new

vehicles equipped with their radios. Add some finishing formatting touches to this letter.

GET READY. LAUNCH Word if it is not already running.

1. OPEN the letter document from the data files for this lesson.

2. SAVE the document as sales\_letter in the lesson folder on your USB flash drive.

3. In the second paragraph, select the first sentence, Star Bright Satellite. . . .

4. In the Font group on the Home tab, click the Bold button.

5. In the second paragraph, select the fifth sentence, Star Bright also broadcasts. . . .

6. In the Font group, click the Italic button.

7. In the fourth paragraph, select the first sentence, Star Bright is only $10.95 a month.

8. In the Font group, click the Bold button.

9. In the second sentence of the fourth paragraph, select Subscribe.

10. In the Font group, click the Change Case drop-down arrow, then click UPPERCASE.

11. With the word still selected, click Bold, then deselect the text.

12. SAVE the document in the lesson folder on your USB flash drive, then CLOSE the document.

PAUSE. LEAVE Word open for the next project.

**Project 3-2: Formatting a Flyer**

GET READY. LAUNCH Word if it is not already running.

1. OPEN volunteercoaches from the data files for this lesson.

2. SAVE the document as volunteers in the lesson folder on your USB flash drive.

3. Select We Need You! Click the drop-down arrow in the Font menu, then click Arial Black.

4. Click the drop-down arrow in the Font Size menu, then click 48.

5. Select Volunteer Coaches Needed For Youth Sports. Click the drop-down arrow in the

Font menu, then click Arial Black.

6. Click the drop-down arrow in the Font Size menu, then click 18.

7. Select Sports include and the four lines below it. Click the drop-down arrow in the Font menu, then click Calibri. Click the drop-down arrow in the Font Size menu, then click 18.

8. Select the four sports listed, then click the Italic button.

9. Select the three lines of contact information, beginning with Contact Patrick Edelstein . . . Click the drop-down arrow in the Font menu, then click Arial Black. Click the drop-down arrow in the Font Size menu, then click 11.

10. Select YMCA. Click the drop-down arrow in the Font Color button, then choose red from the Standard Colors section.

11. With the text still selected, click the Bold button. Click the drop-down arrow in the Font menu, then click Arial Black. Click the drop-down menu in the Font Size menu, then click 36. Deselect the text.

12. SAVE the document in the lesson folder on your USB flash drive, then CLOSE the fi le.

LEAVE Word open for the next project.

**Proficiency Assessment**

**Project 3-3: Creating a Flyer**

The Grand Street Coffee Shop has decided to install a wireless Internet service for customers.

To announce the news, create a flyer for distribution in the coffee shop.

GET READY. LAUNCH Word if it is not already running.

1. OPEN wireless from the data files for this lesson.

2. SAVE the document as WiFi in the lesson folder on your USB flash drive.

3. Follow the instructions in Figure 3-13 to format the document.

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Select the first four

paragraphs and change the Font to Arial Black and size 48 pt.

Select the last paragraph and change the Font to Calibri, size 14 pt, and Bold.

Select this paragraph and

change the Font to Calibri,

size 12 pt.

Select this paragraph and

change the Font to Calibri,

size 20 pt.

Select Grand Street

Coffee Shop and set

as Bold.

4. SAVE the document in the lesson folder on your USB flash drive, then CLOSE the fi le.

LEAVE Word open for the next project.

**Project 3-4: Formatting Nutritional Information**

Customers of the Grand Street Coffee Shop have asked about the nutritional makeup of some of the blended coffee items on the menu. Format a document you can post or make available for customers to take with them.

GET READY. LAUNCH Word if it is not already running.

1. OPEN nutritioninfo from the data files for this lesson.

2. SAVE the document as nutrition in the lesson folder on your USB flash drive.

3. Select Grand Street Coffee Shop. On the Font menu, click Juice ITC.

4. With the text still selected, change the font size to 28.

5. Click the Font Color menu and select dark blue in the Standard Colors section.

6. Select Nutritional Information.

7. In the Font group, click the dialog box launcher. In the Effects section, click the Small Caps box and change the font size to 12 and the font color to dark blue. Click OK.

8. Select Brewed Coffee, Caffé Latte, Caffé Mocha, Cappuccino, and White Chocolate Mocha, then click the Font dialog box launcher. Click the All Caps box, change the font size to 12, make the text both Bold and Italic, and change the font color to dark blue.

Click OK.

9. Select the three lines of text under the Brewed Coffee heading. Click Italic on the Font group. Use the Format Painter to copy the format to the text under each heading. 10. SAVE the document in the lesson folder on your USB flash drive, then CLOSE the fi le.

LEAVE Word open for the next project.

**Mastery Assessment**

**Project 3-5: Formatting a Resume**

Your friend Mike asks you to help him with his resume. Format the resume so that it looks professional.

GET READY. LAUNCH Word if it is not already running.

1. OPEN resume from the data files for this lesson.

2. SAVE the document as mzresume in the lesson folder on your USB flash drive.

3. Format the resume to the following specifications:

• Format Mike’s name with Cambria, 24 pt., bold.

• Change his address, phone, and email information to Times New Roman 9 pt.

• Change the main headings by bolding and italicizing; change the font to Cambria and the font size to 16.

• For job titles, apply Times New Roman, 12 pt., small caps, and bold.

• Italicize the sentence or sentences before the bulleted lists.

• For places and years of employment, as well as the college name, apply Times New Roman, 12 pt., and small caps.

4. SAVE the document in the lesson folder on your USB flash drive, then CLOSE the fi le.

LEAVE Word open for the next project.

**Project 3-6: Formatting References**

Your friend Mike liked your work on his resume so much that he asks you to format his reference list with the same design as his resume.

GET READY. LAUNCH Word if it is not already running.

1. OPEN *references* from the data fi les for this lesson.

2. SAVE the document as *mzreferences* in the lesson folder on your USB flash drive.

3. OPEN *mzresume* from the data fi les for this lesson.

4. View the documents side by side and compare the fonts, styles, sizes, and attributes of both. Update the *mzreferences* document by changing the font, styles, size, and attributes to match those in the *mzresume* document.

5. SAVE the document and CLOSE the fi le.

CLOSE Word.